



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

April 6, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-67

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Forms W-4 and L-4/L-4E Deadlines

OSUP Memorandum #2000-57 was distributed on March 2, 2000, detailing Internal Revenue Service (IRS) and Louisiana Department of Revenue (LA-DOR) requirements for submitting Forms W-4 and L-4/L-4E to the IRS and LA-DOR, respectfully. OSUP is now responsible for forwarding the appropriate Forms W-4 and L-4/L-4E to the IRS and the LA-DOR for all UPS agencies each quarter.

**Effective immediately, the appropriate Forms W-4 and L-4/L-4E are due the week following the payday they were received. If we do not receive this information, any penalties assessed by the IRS or LA-DOR for failure to report will be turned over to your agency.**

The Federal / State Tax Exempt Report (BL-1718-01) is available to agencies biweekly to assist in determining which forms (W-4 and/or L-4/L-4E) must be forwarded to the IRS and/or LA-DOR. Agencies must review reports to identify the federal and state withholding forms to forward to OSUP. It is the responsibility of each agency to determine which employees meet the reporting criteria (outlined in Memo #2000-57) and to forward copies of the Forms W-4 and/or L-4/L-4E to OSUP.

Please complete the following boxes on the Forms W-4 and L-4/L-4E before submitting them to OSUP. **NOTE: The information has been updated to include the address:**

Form W-4	
Box 8	"State of Louisiana Office of State Uniform Payroll, <b>1051 N. 3<sup>rd</sup> St., Baton Rouge, LA 70802</b> "
Box 10	"721447520"
Form L-4	
Box 9	"State of Louisiana Office of State Uniform Payroll, <b>1051 N. 3<sup>rd</sup> St., Baton Rouge, LA 70802</b> "
Box 10	"1710599001"

We appreciate your cooperation. If you have any questions on this information, please contact Ralph Noland at (225)342-8928 or Barbara Blankenship at (225)342-5345.

RSM:BSB/kmb